



City of Banyule

APPLICATION FOR COPIES OF DOCUMENTATION

OWNER'S NAME:.....

ADDRESS:.....

PHONE NO:.....

ADDRESS OF
PROPERTY:.....

.....

PARTICULARS
REQUIRED:.....

APPROXIMATE AGE OF BUILDINGS:

SEARCH FEES:

1. Copy of house plans, within Banyule City Council (if not subject to copyright and is for one set of building approval plans only). (Ledger T93) **\$58.00 (including GST)**
2. A request for Building Approval particulars (Form10) (Section 326(1) of the Building Regulation 2006) (Ledger T94) **\$44.40 (no GST payable)**
3. Certificate of Occupancy or Building Approval (Ledger T93) **\$32.60 (including GST)**
4. Copy of Commercial Building Plans or plans for properties outside the Banyule City Council (if not subject to copyright and is for one Set of Building Approval plans only). (Ledger T93) **\$115.00 (including GST)**

Processing time for the above information is approximately 3-5 working days.
(depending on location of the relevant files).

Note Fees charged are related to time involved for searching records, retrieval and storage of files, and definitely no refunds will be given if plans and documents cannot be located or if detail is poor or omitted. The above fee includes copying of up to 3 x A1 sheets, after which additional copying fees are applicable.

Signature..... * Owner/Agent of Owner

Date.....

Note: A person shall not act as the agent of an owner unless he is authorised in writing by the owner to do so. -Strike out words, which are inapplicable.

Council respects all personal and confidential information you give us and will do everything possible to protect information from unauthorised access, loss or misuse.

Information is collected from you for many different reasons such as rates, pet registration and to request specific services. This information may be used by Council to conduct research and customer satisfaction surveys so that we may better understand community needs and can improve service delivery.

Should you need to change your personal details please contact Customer Services on 9490 4222.

Building Office: 9-13 Flintoff Street, Greensborough 3088 Tel: 9433 7777
Postal Address: PO Box 51, Ivanhoe 3079